

**CRITERION-VI**  
**“GOVERNANCE,**  
**LEADERSHIP AND**  
**MANAGEMENT”**

## **6.2.2**

# **Organizational Structure of the Institution Governing Body, Administrative Setup, and functions of Various Bodies, Service Rules, Procedures, Recruitment, Promotional Policies and Grievance Redressal Mechanism**

## **BOARD OF GOVERNORS**

- The Board of Governors (BOG) shall be the chief academic and administrative authority for ICEEM. It shall provide leadership and from time to time, set policies and directions and organizations' overall programme from year to year and engage in longer range planning and monitoring of execution of various plans, programmes and activities taken up for accomplishing its mission.
- BOG shall ensure that, ICEEM adopts all the best practices possible in different situations and steadily keeps on its endeavours to become one of the one hundred best Technical Campuses in India by 2025. BOG should further ensure that, ICEEM is quickly built up as a high-performance organization with all the capabilities required for fulfilling its mission and vision.

### **The following shall require BOG's approval:**

- i Annual Performance Report;
- ii Audited accounts;
- iii Plan for medium term (five years) and or a long-range plan (10 years);
- iv Any new activity costing above Rs.25.00 Lacks annually;
- v Appointment of Director;
- vi Performance appraisal of director and appointment and performance appraisal of teaching and non-teaching officers drawing monthly salary of Rs.50,000/- or more;
- vii Purchase of any item costing Rs.25.00 Lacks or more;
- viii Any contract valued at Rs. One Crore or more;
- ix Any acquisition or sale of immovable property;
- x Borrowing any loan of Rs. One Crore or more;
- xi Any major change in organization or systems of work;
- xii Review of the ICEEM's Charter every five years or amendments to existing rules.

**BOG's decision in respect of the points (v), (ix) and (xii) of clause 2.2, mentioned above, shall be subject to the confirmation by competent authorities of two promoter societies.**

- The BOG shall be an appellate authority to consider appeals against the orders of all other authorities or officers of ICEEM. The BOG may appoint an appeals committee to hear such appeals on its behalf.
- No group of people should display a greater commitment to ICEEM than the member of BOG.
- BOG members who have agreed to work for ICEEM must set the tone for other philanthropists, investors, industrialists and members of other professional groups.
- Members must support ICEEM and encourage others to be enthusiastic about its programmes and activities. They must support ICEEM more tangibly with money, demonstrating that those at the top as members of BOG are 100 percent committed to it.
- With this in view every member of BOG must contribute at least rupees one lack, every year, personally and also bring other outside donations of at least rupees four lacks every year. Chairman and Vice Chairman are expected of course to do much more than this.
- Let us clearly understand that the next formative five years may be crucial to ICEEM. Its success on academic fronts also depends on how it does in raising of funds. With the pressing demands for servicing of bank loans and other deposits, as well as rising costs of buying equipment and maintenance work ICEEM may be at a grave risk unless we raise funds at least to fill in the gaps.
- Our friendly potential donors are already asking “What percentage do your members on BOG and other authorities contribute to ICEEM?” Those donors would support if they find that at least 20% of moneys raised are coming from the inner core group of BOG members.

- BOG shall from time to time also initiate one or more schemes or campaigns for fund raising and monitor their outcomes.
- BOG may create one or more special funds for specified purposes related to ICEEM's activities and give directions for earmarking annual contributions to such funds and for keeping separate accounts for them.
- The BOG shall monitor how the financial controls specifically provided in this Charter or those generally applicable to Charitable Societies and Trusts are being followed in actual practice.
- BOG shall be getting periodical performance reports on ICEEM's various activities. It may, at any time, also ask for a special report on any activity or issue from the Director.

**Academic and Research Council and General Management Council:**

- With a view to have division of work and to allow for a detailed analysis of specific areas before they are discussed in the BOG, ICEEM shall have two committees viz.
- Academic and Research Council (ARC) for academic and research sectors, and
- The General Management Council (GMC) for general (other than academic) matters.
- The two committees shall function as Authorities of ICEEM and help to accomplish the BOG's work effectively. Their responsibility extends to all matters pertaining to ICEEM's organization and performance in accomplishment of its mission. This includes the matters mentioned as responsibilities and powers of BOG.
- In all their functioning, the two committees shall, in fact, be working as sub committees of the BOG and as such are accountable to BOG. This accountability applies even to matters fully delegated to ARC or GMC (not reserved for BOG's approval). Reciprocally, the ARC and GMC shall initiate and formulate proposals (where necessary by mutual consultation) and make

recommendations for BOG's consideration in all matters reserved for BOG's approval.

- The Chairman of BOG shall be the Chairman of both the committees. Each committee shall have 9 members. At least 4 out of them should be members of the BOG in addition to the Chairman and the Director. Other 3 members of ARC and GMC shall be appointed by the Chairman in consultation with the Vice-Chairman, out of the members of the two promoter Societies of ICEEM or from outside experts.
- The Director of ICEEM who is also the Secretary of BOG (according to AICTE's directions) will be ex-officio member of both the ARC and GMC.
- The Director shall be Vice Chairman of ARC and Secretary of GMC. One of the Deans of ICEEM who is senior in age shall be the Secretary of ARC. The other Dean shall be a permanent invitee to all meetings of ARC.
- It is expected that, the presence of the Chairman and the Director on BOG, ARC and GMC will help good co-ordination and linkages between the 3 authorities and avoid conflict or overlapping.
- Both ARC and GMC may constitute sub committees to study certain aspects in greater detail and to make reports for further action by ARC, GMC or BOG.
- A few such committees may be assigned specified items or may be working for a specified period. Some others may be of a long-standing nature. All of them shall, however, be reporting to the ARC or GMC, as the case may be.

#### **Departmental Advisory Committees:**

- With a view to associate a large number of members of the two Promoter Charitable Societies and more particularly to draw upon the experience and insights of successful Industrialists, the ARC shall constitute Departmental Advisory Committees separately for each department including the Library.
  - Each committee shall advise the department on: -
    - i Adoption of best practices in teaching and learning;

- ii Ideas and inputs for innovative techniques;
  - iii Improving capabilities of faculty members;
  - iv Effective completion of University syllabus.
  - v Creating caring relations with students; and
  - vi Value additions in the growth of the department.
- The Chairman and Secretary of each DAC shall forward recommendations of the DACs to ARC and the HODs, and the Director shall act or make appropriate proposals for sanction by competent authorities.

The GMC shall constitute three sub-committees as follows:

**1. Procurement Committee:** To work for purchasing books, computers, furniture, lab equipment and workshop tools and machineries. The Procurement Committee shall be as follows:

- Vice Chairman of BOG as Chairman;
- 3 members of GMC;
- Director of ICEEM as Member Secretary.

**2. Finance Committee:** The Finance Committee shall be as follows:

- Vice Chairman of BOG as Chairman;
- 3 members of GMC;
- ICEEM's Auditor;
- Director of ICEEM as Member Secretary.

**3. Construction Committee:** The Construction Committee shall be as follows:

- Vice Chairman of BOG as Chairman;
- 3 members of GMC;
- Architect;
- Director of ICEEM as Member Secretary.

**4. The Finance Committee:** Shall work on the following aspects:

- i Raising funds;
- ii Creation and management of special funds and Endowments;
- iii Recognition, Prizes and Awards;
- iv Expenditure control;
- v Economy in Resource use;

- vi Internal audit;
  - vii Accounts;
  - viii Store and stock accounts;
  - ix Statutory audit.
  - x Annual plan; and
  - xi Budget.
- Items of work entrusted to the above three sub-committees are important as ICEEM's growth and success in future depend on our ability to raise funds as well as prudence and probity with which we plan various activities and exercise expenditure control.
  - The BOG has endorsed the formation of ARC, GMC and their sub committees and the work, responsibilities and powers assigned to them (Resolution No.2.1 BOG's second meeting held on 7th June,2012).

### **Frequency of Meetings:**

- a) BOG shall have at least three meetings in every academic year;
- b) ARC shall meet at least once in two months and GMC shall meet at least once every month;
- c) Meetings of all authorities will have a continuous serial number;
- d) Quorum for BOG shall be ten;
- e) Quorum for ARC and GMC shall be five;
- f) Quorum for all other committees shall be 60 percent of the membership;
- g) If the required Quorum is not present at the scheduled time of the meeting, then the meeting will be conducted after half an hour from the scheduled time considering members present as valid Quorum of the meeting.

### **Record of Decisions.**

- a) Decisions of all Authorities shall be recorded as minutes. They are required to be confirmed in the following meeting.

- b) Decisions of BOG shall be recorded in the shape of resolutions which shall also have a continuous serial numbering.

### **Sitting fees and travel expenses.**

At present no sitting fees are paid to any member of any authority or Committee. Travel expenses are reimbursed only to members from outside Aurangabad and that too, to those who claim reimbursement. The BOG may review this from time to time.

### **The Chairman:**

ICEEM has purposefully chosen the model of separation of roles of the Chairman and the Director. In this model, the Chairman:

- i Positions the Board of governors to exercise its key oversight responsibility over the Director's performance;
- ii Reduces the risk of autocratic rule through the system of checks and balances;
- iii Promotes healthy and more objective deliberations in the BOG; and
- iv Shares a part of the heavy workload and allows the Director to concentrate on his academic and executive work with his best professional skills;

### **Chairman's Role and Required Attributes:**

- i The Chairman is usually a person of authority. He is respected by all the stakeholders and the community at large.
- ii He has to provide leadership and lead BOG and other authorities in performing their roles effectively;
- iii He should have plenty of time to devote to the job;
- iv The Chairman has to set standards of work for the BOG, all the authorities, committees, Director and officers.

- v The Chairman shall preside over the meetings of BOG, ARC, GMC and other committees where he chooses to be a member.
- vi He should motivate all the authorities and functionaries with his vision for excellent work.
- vii He should coordinate working of various authorities and executives and provide leadership for the effective functioning of ICEEM as an integrated whole.
- viii The Chairman is authorized to nominate members to fill short term vacancies on the BOG, other authorities and committees.
- ix The Chairman may, in certain circumstances requiring immediate action or decisions, take appropriate decisions or order appropriate action in the best interest of ICEEM on behalf of BOG or other authorities. The Chairman should, in all such cases record the reasons why he had to take those actions. All those matters should be placed for consideration of the respective authorities in the following meetings.

**Vice-Chairman:**

Vice-Chairman has an important role in ICEEM. Though usually unseen on frontlines. Vice-Chairman of BOG has to provide active support and advice to the Chairman in all his functions. The Chairman may in addition specifically assign some part of his functions or a chairmanship of any committee to the Vice-Chairman based upon the latter's experience or specialization.

In the absence of the Chairman the Vice-Chairman shall function as Chairman with full authority.

**Members:**

- As described above, ICEEM has a well-conceived committee structure which is essential for its effective functioning. Most of the committees are conceived as authorities (like BOG, ARC, GMC). They have certain responsibilities to

discharge, certain functions to perform and certain powers to exercise. The members of all those authorities and committees shall be respected by everyone in ICEEM. Attempts shall always be made to draw upon their individual experience, expertise, social contacts and other resources.

- All this equally applies to other members of the two charitable societies (IIRW and ITMR) who have also contributed in promoting ICEEM.
- All these members are expected, reciprocally, to show regard to the Director, faculty members, officers and staff and particularly so for their high education, experience, opinions and commitments to duty.
- It should, however, be clearly understood that the decision making, programme approving or performance appraising functions are the collective realms of those authorities. Members do not have any of those functions or powers in their individual capacity. No member, no office bearer would, therefore, give any direction, approval or executive instructions, on his own, to any officer or staff of ICEEM. Any officer appearing to be acting upon such unauthorized directions is liable to be questioned.
- Concerned with the functioning of ICEEM, members and other friends may genuinely have suggestions to make and mistakes to point out. But they should appropriately be addressed to the Chairman or the Director in writing or orally. Both shall welcome those suggestions and shall certainly follow them up for improvements.
- Out of line actions are likely to undermine the discipline and the authority of the Director and may lead to untenable working relationships in the organization. We hope that such situations do not arise at ICEEM at all.

## **The Director.**

- Director is the Chief Executive Officer in ICEEM both in academic and general (non-academic) matters. He is responsible for getting the job done and done excellently. ICEEM's job is accomplishing its mission and vision by working with its values. The Director and his entire faculty and non-academic officers and staff shall, therefore, understand and respect ICEEM's mission, vision and values and align their own aspirations with them in the spirit of public service. Day by day they are likely to get more and more committed to ICEEM's noble causes and get motivated for doing good to great work. With such an emotional 'fit' ICEEM shall achieve higher organizational performance.
- ICEEM's authorities have been described above. The Director is secretary of BOG and GMC and Vice Chairman of ARC. His presence there will help him to closely understand ICEEM's long term and short-term goals and the expectations which these authorities have from his role and performance not only in effectively managing the Centre but also in building it as a high performance organization and as one of the one hundred best technical campuses in India by 2025. The authorities shall certainly judge the performance of the Director and his academic and non-academic supporting teams in this context.
- The Director should set standards of good work and model ethical behavior, present his own example of commitment and competence and continuously motivate all his colleagues at ICEEM for excellent performance. He should, in all respects be an effective leader of the entire team of employees at ICEEM.
- ICEEM should have intellectual and ethical environment charged with its mission of producing high quality technocrats with strong character.

- The Director shall be accountable to the authorities and shall be making periodical reports to BOG, ARC and GMC on all issues related to ICEEM's work and progress.

**More specifically, the Director shall be responsible for:**

- i Providing high quality of technical education and ensuring continuous improvements of that quality, week by week and month by month. He shall always be looking for best practices of teaching, learning and administration and should keenly introduce them in ICEEM;
- ii Continuously monitoring the performance of each department at ICEEM or of servicing units like library, workshop, PPED or the three administrative sections assisting him in his work and for taking quick actions to correct any faults or weak links in any department, service unit, or administrative section;
- iii Director shall be supported in his work by three administrative sections. One headed by a Registrar dealing with all academic matters including the Library. The second headed by an Asst. Director dealing with finance accounts and audit. The third section also headed by an Asst. Director shall deal with all the other administrative matters including HRD and Campus management;
- iv The Registrar and the two Asst. Directors shall be reporting to and shall be accountable to the Director. The Director shall provide them with the required supporting staff and equipments. The Director shall continuously monitor the working of all the three administrative sections. The sections shall respectively be responsible for prompt actions on day to day issues and for initiating processes for obtaining approvals of various authorities;
- v The Director may delegate to the Deans or the three Administrative officers any of his powers but responsibility cannot be delegated though those delegated may be made to share it;

- vi The Director shall prepare an annual plan and budget for the next year and seek approval of authorities in time;
- vii The Director shall be responsible for maintenance of all accounts including the stores account in the prescribed formats;
- viii The Director shall ensure effective functioning of internal audit and control over expenditure and overall economy and probity in spending of ICEEM's moneys;
- ix Director shall-
  - a) Have annual accounts prepared;
  - b) Seek approval by GMC in good time;
  - c) Have them audited by the outside auditor; and
  - d) Seek approval of BOG.
- x The main purpose of Performance appraisal and review process is to motivate employees. It should also encourage employees to put forth their best effort and take initiative at work to achieve both ICEEM's and their personal goals. Timely and accurate evaluation of any employee's success and shortcomings is very useful both to the employee and ICEEM. That leads to a better system of accountability;
- xi The Director shall be appraising performance of each individual employee especially the faculty members and the three administrative officers. The two Deans, HODs and the three AOs shall in turn prepare performance appraisal reports of their own, their departments or sections and their junior teaching and non-teaching staff. All annual appraisal reports shall be presented to GMC with Director's reviews. Those of the Director himself and his senior colleagues shall be presented to BOG;
- xii It shall be the duty of the Director to ensure that, provisions of the University Act, Rules, Regulations and the ordinances of the university,

directions and procedures of AICTE and DTE are strictly followed, observed and properly implemented;

- xiii The Director shall be responsible to prepare the proposals and documents of the college, timely to be submitted to Shikshan shulk samiti, Pravesh niyantran samiti, University or any other body having governance on college;
- xiv The director is required to prepare drafts of the contracts, agreements to be made with different parties willing to render services for college. The terms and conditions of such contracts and agreements shall be determined according to the approvals of GMC or ARC;
- xv The Director is required to oversee and monitor the student support services like hostel, local transport, library, laboratory, canteen, workshop etc. for quality service;
- xvi The Director shall have the right to cause an inspection to be made by such person or persons or body of the persons as he may direct, of the college , its buildings , laboratories , library, workshop, equipment, hostels maintained by the college, examinations, teachings and other work conducted by the college;
- xvii The Director has power to cause an inquiry to be made regarding any matter connected with the administration or finance of ICEEM with the prior permission of GMC;
- xviii The Director shall prepare a five years perspective plan of ICEEM comprising of infrastructure, new educational programs, research and development, student support programs etc., and submit to BOG for final approval; and
- xix The Director may call feedback on faculty from the students, review the feedback and take corrective actions wherever necessary.

## **Academic Functioning.**

ICEEM shall always have a scholastic and intellectual atmosphere on the campus. That shall enable:

- i Teachers to contribute their best in teaching; and
  - ii Students to learn the best of technical knowledge and skills as well as build up healthy bodies, healthy minds and sound characters.
- Quality of education depends upon quality of teaching. ICEEM expects all teachers to respect its mission of providing high globally acceptable quality of technical education, take it to their hearts, align their personal aspirations with it and contribute their utmost in accomplishing that mission.
  - ICEEM and all the teachers have a clear vision of opportunities available to students and the global challenges and competition they may have to face in future. All the academic functioning, and students support activities are designed to prepare them to avail of those opportunities and to meet those likely challenges.

We hope that with the awareness of the responsibilities to themselves, their families and society, the students shall not let these good opportunities slip out of their hands

## **HEAD OF THE DEPARTMENT.**

### 3.10 Responsibilities of the Head of Department.

1. The HOD shall be the academic head and executive officer of the department. He shall be responsible for effective working of the department and implementation of academic programmes. He shall be constantly working to introduce best teaching and learning practices and to build up excellence in the department. As a leader he should promote team spirit among his junior colleagues by himself working as one among equals. ICEEM shall be more interested in appraising performance of the department as a whole rather than that of individual teachers. He shall oversee and monitor working of all his teaching and non-teaching colleagues in the department with that spirit;
2. The HOD may convene the meeting of the faculty members of the departments, students, faculty and students of the departments;
3. The HOD shall be accountable to the Dean and the Director;
4. The HOD shall be responsible to implement orders and instructions of the Director and the Dean in respect of administrative work, academic programmes and curricular and extra –curricular activities;
5. The HOD shall determine the workload of the department and the requirement of teaching and non-teaching staff members to be appointed in the department and make a proposal to the Dean and the Director;
6. The HOD, in consultation with the Dean, shall make allocation of the subject(s) among the faculty members as per the work load to be shared by the faculty members and prepare time-table of the department;
7. The HOD, in consultation with the Dean, shall make allocations of departmental Curricular and Extra-Curricular activities among the faculty members and the students of the department;

8. The HOD shall have knowledge of the University Act, Ordinances, Statutes and Procedures in respect of Affiliation, Appointment of faculties and Starting new programmes in the department;
9. The HOD shall maintain records of the department in respect of meetings, programmes, assignments to faculty and students, internal assessment, sessional work, correspondence etc.;
10. The HOD shall keep notes of complaints, suggestions and the recommendations of the faculty members/students in respect of departmental work, time-table, allocation of subjects, library, laboratory or any other requirement of the department. He shall submit the information his recommendations to the Dean and to the Director;
11. The HOD shall conduct at least two departmental meetings during each semester / term. Such meetings shall cover departmental problems, time-table, syllabus completion, review of students complains, absenteeism, remedial teaching, co-curricular activities etc.;
12. The HOD shall take student's feedback on each faculty of the department per semester/term, and feedback on the campus once in a year;
13. The HOD shall prepare a programme of sessional and internal assessment in consultation with the faculty members of the Department; and
14. The HOD with the help of faculty members shall compile the attendance data of the students and submit report to the dean for further processing.

### **Duties and Responsibilities of Faculty Members:**

- 3.11 ICEEM considers all faculty members as its partners in accomplishment of its mission. We therefore expect every faculty member, first to know and then to imbibe ICEEM's mission and values. We do expect that every faculty member gets involved and contributes his utmost towards accomplishing ICEEM's mission and vision.
- 3.12 ICEEM aspires to be one of the best 100 technical campuses in India by 2025. Earning such a high reputation depends entirely on how the faculty works and behaves. ICEEM expects that every faculty member takes this to his heart.
- 3.13 ICEEM expects best from every teacher, who must use his potential for the development of the college, as well as building careers of students. It shall be ICEEM's policy to help teachers advancing in their careers

**(Duties and Responsibilities of faculty members are shown in Appendix- III)**

## **Librarian:**

### Duties and Responsibilities of the Librarian.

3.14 The Librarian shall be the chief officer of the library. He shall work directly under Admin Officer. The following shall be his duties and responsibilities:

1. Keep on making continuous improvement of library services and build up a scholastic environment in and around the library so as to make it a model of technical campus library;
2. Provide guidance, encouragement and assistance in searching, referencing and use of modern library techniques;
3. Provide prompt and courteous library services to office bearers, officers, members, teachers and students;
4. Organize programs, competitions and activities to encourage students. (Like Book exhibitions, Display of new arrivals, Reader's club, Reviews on books, Library week -14th Nov. to 20th Nov);
5. Forecast future requirements of the library and follow up with higher authorities;
6. Make appropriate proposals before the library advisory committee and ICEEM's higher authorities and secure their support for them;
7. Implement all approved programmes efficiently;
8. Work as a custodian of all books, periodicals, manuscripts, journals, library equipment's including computer and computer software installed in the library, and furniture of the library;

9. Ensure that, no irregularities take place and that the books, periodicals manuscripts, journals, library equipment including catalogue, computer and computer software, and furniture of the library are not damaged or lost;
10. Maintain records of the library, records of books, periodicals, manuscripts, journals, library equipment including catalogue, computers and furniture;
11. Maintain books and journals in good condition. Should take up binding work of damaged books, and making of volumes of periodicals after every six months;
12. Eliminate scrap, old, redundant, or useless books, from the record and dispose waste newspapers and periodicals by following proper procedure; and
13. Periodical verification of stock of the library. Verification of library equipment, furniture and fixtures must be made annually in summer vacation, and the verification of books, periodicals, manuscripts, journals after every 3 years.

## **Duties and Responsibilities of Faculty Members**

Every faculty member is expected:

1. To be present in the college premises during office hours;
2. Engage lectures and practical sessions punctually according to the time table;
3. Prepare a teaching plan of the subject(s) at the beginning of the year/semester and get it approved from the HOD;
4. Suggest sources of learning to students;
5. Adopt and make the use of best and innovative practices in teaching;
6. Evaluate students according to the method determined by the college/university;
7. Record the attendance of every lecture, compile the attendance at the end of every month and submit the report to the HOD;
8. Communicate the attendance and performance of students according to the directions of HOD;
9. Make a report on the status of syllabus completed at the end of every month;
10. Complete the work of teaching of syllabus and practicals before the commencement of examinations. If necessary conduct extra lectures and remedial teaching programme for weaker students;
11. Pay more attention and care for the students who may be weak in their studies and the students from weaker sections of the society, so that, they will feel free and will not hesitate for directly accessing their teachers and resolving problems.

12. Adopt a group of 5 to 10 students to build and develop informal close relationship and to guide them in respect of their careers as well as their personal problems;
13. Try to motivate weak as well as bright students in respect of their career and development.
14. Study the ordinances, rules and contents of the syllabus given by the university/examining body;
15. Look to the details of the sessional work to be completed by students and internal assessment to be made by the faculty, as prescribed by the university/examining body; and
16. Build healthy contact with GO's and NGO's, Academicians, Industrialists and Alumni.

## **General Code of Conduct and Discipline for Students:**

- 1) Every student must possess and carry identity card during his/her presence in college campus.
- 2) Students are advised to be in proper dress as per the dress code determined by the college on every working day.
- 3) Students shall follow timetable punctually and attend lectures and practicals regularly. Attendance at lectures and practicals is compulsory.
- 4) Observance of discipline in class room, laboratory, workshop, canteen, hostel and college campus is mandatory. Misconduct and misbehaviour including mischief, shouting, quarrels, teasing, abusing, arrogance, use of battery, causing hurt and grievous hurt and ragging etc. are prohibited in college campus.
- 5) Students are not supposed to invite any outsider, friend or student/s from other college/s, in college campus or in hostel without permission of college authorities.
- 6) Students shall not write anything on inner or outer walls of the college, class room boards, toilets, etc. Pasting of posters or inscribing of textual or graphic material in or outside the class room is prohibited.
- 7) Students should not misuse, damage or dislocate any property of the college like furniture, laboratory equipment's, library books, etc.
- 8) Students can make proper use of their leisure hours and free time in the library, I. T. Lab, sports room and canteen only. Sitting on the staircase and in front of the entrance gate, loitering in veranda, leaving the college campus for private reasons during free time must be avoided.
- 9) A student is not expected to leave college campus for any reason during working hours.

- 10) Attendance to college programmes, curricular and co-curricular activities is obligatory.
- 11) Every student must complete the prescribed sessional work (Tests, Tutorials, Assignments, Homework, Library work, Projects, Reports, Industrial visit reports, Midterm exam etc.) within the time given by the department or the concerned teacher/guide.
- 12) Attendance to national programmes like Independence Day, Republic day and State programmes like Maharashtra day, Mukti Sangram din and University day is mandatory.
- 13) Students are not allowed to give any notice directly to other students. Use of college notice board for such a notice or any other private notice is not allowed.
- 14) Use of mobiles/cell phones, i-pods, headphones etc are not allowed in classrooms.
- 15) Parents, relatives, friends and outsiders are not allowed directly to the class room.
- 16) Vehicles must be parked on the parking place only.
- 17) Valuables such as ornaments/ jewellerys are not allowed in college premises.
- 18) Indulging in any political activity in college campus is not allowed.
- 19) Ragging is strictly prohibited in college premises. For more detail's students are advised to read the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. It provides for more stringent punishments.

## **MISCONDUCT**

Following activities will be treated as misconduct:

1. Disruption of teaching activities or disturbing the learning process of other students.
2. Acts which disrupt the functioning of the college, endanger health and safety of students, or employees, and other persons and damage the college properties or environment.
3. Smoking of cigarettes, chewing tobacco/ghutka, chewing gum and consumption of intoxicating beverages.
4. Possession of weapons and/or creating violence in the college campus.
5. Use of obscene or unparliamentarily language with college authorities, staff, fellow students and others.
6. Deviations from the prescribed discipline or violation of the code of conduct.
7. Damaging or stealing of books, study notes, equipment, apparatus, or any property in the College campus.
8. Indulging in practices prohibited under Mal-practices in Examination Act.
9. Ragging.
10. Any antisocial activity or acts under political influence likely to harm the campus environment

## **DISCIPLINARY ACTIONS:**

Misconduct may lead to one or more of the following disciplinary actions:

1. A warning by the authorities;
2. Report to the parents or guardians;
3. A fine;
4. Detention from examination;
5. Blacklisting of name;
6. Withdrawal of concession, privileges, scholarships etc.;

7. Suspension from the class lecture or for a few days;
8. Suspension of campus privileges e.g. library, laboratory, hostel accommodation etc.;
9. Expulsion from the college.
10. Any other disciplinary action considered appropriate by the college authorities.
11. The Director, on his own or on a complaint, may cause an enquiry and impose appropriate punishment;
12. The GMC shall be the appellate authority on the Directors' order;
13. In the case of ragging a student shall be liable for punishment according to the law in force and the UGC regulations, 2009.

### **RAGGING:**

All students seeking admission in ICEEM shall note that:

Ragging is strictly prohibited in the college premise. Anyone found guilty of ragging or abetting ragging is liable to be punished. Regulation No.4 of UGC regulations on curbing Menace of Ragging in higher educational institutions 2009, prescribes the following punishable ingredients of ragging.

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Creating public nuisance during ragging;
- Violation of decency and morals through ragging;
- Injury to body causing hurt or grievous hurt;
- Wrongful restrain;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;

- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above-mentioned offences against the victim(s);
- All other offences following from the definition of “Ragging”.

### **PUNISHMENT FOR RAGGING:**

The Regulation No. 8 of the UGC regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending upon the nature and gravity of the offences as established by the anti-ragging committee of the institution, the possible punishments for those found guilty of ragging at the Institutional level shall be one or more of the following:

- Suspension from attending classes and academic privileges.
- Withholding/ Withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ Expulsion from the hostel.
- Cancellation of Admission.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine ranging between Rs.25000 /- and Rs.100000/-

- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

**Note:**

In prospectus all students and parents / guardian must be advised to carefully read the UGC regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009. A copy of the regulation is to be displayed on the notice board of the college. Students and parent / guardian must be asked to submit an undertaking in respect of ragging. The proforma of undertaking should be supplied along with the admission form of the college at the time of admission. It is also necessary that a college must give in its prospectus, report on ragging incidents happened in the college during last year.

## **Finance and Accounts.**

- This chapter explains accounting procedures and financial controls. It describes financial planning, budgeting and reporting requirements which ICEEM has to meet to maintain its concessional tax status.
- The rules provide for internal checks and controls designed to have transparency in all operations and simultaneously to emphasize economy and probity in spending public moneys.

**No authority in ICEEM can afford to be casual about these matters. They are essential for:**

- i) sustaining activities and fulfilling ICEEM's mission;
  - ii) steadily building institutional capabilities;
  - iii) meeting the minimum requirements which ICEEM's donors may want as an assurance that their donations are safe and are being utilized for appropriate objectives; and
  - iv) discharging responsibilities legally binding on ICEEM as a joint project of two charitable societies.
- As the Chief Executive officer of ICEEM, the Director is responsible for effective compliance of internal checks and controls of expenditures, and economy and probity in spending of ICEEM's moneys. He shall be preparing an annual plan and budget for the next year. It is his responsibility to provide for an effective internal audit, for maintaining all accounts including the stock and stores account in the prescribed formats and for getting the ICEEM's annual accounts audited by the auditors appointed by the BOG. A sound system of internal audit, expenditure control, budgeting and auditing is essential to attract support from the philanthropists around.

- Any irregularity or intended or not intended misuse of funds or materials should be reported in writing to the Director who shall make a report to the GMC through Chairman.
- An Asst. Director shall assist the Director in all matters related to finance, expenditure control, internal audit, annual plan budget, accounts and outside audits. He will be accountable to the Director. The latter may delegate some of his work and powers to the Asst. Director. But the responsibility cannot be delegated.
- The Director shall provide competent officers to work as internal auditor, accountants and for attending to related work.

#### **Creation and Management of General Fund and Special Funds:**

- a) ICEEM shall create and manage a general fund and other special funds and keep their accounts separately;
- b) All conditional donations/endowments received shall be credited to ICEEM's Special Endowment Fund Account;
- c) ICEEM shall also create and maintain separate accounts of each special fund and endowment (such as General Fund, Library Development Fund, Prizes and Awards Fund etc.);
- d) ICEEM shall also maintain separate accounts of each endowment;
- e) The amount standing at the credit of 'General or Special Fund Account' may be invested in any nationalized bank as a term deposit;
- f) Interest received on Bank investment, first of all, shall be credited to 'ICEEM's fund account' and then allocated to the respective special funds account in proportion of the fund invested from that account;

- g) ICEEM may utilize the earmarked amount of the fund and interest standing at the credit of respective funds account after charging 10% of annual earned interests as administrative expenses;
- h) ICEEM shall give a receipt for every donation/endowment with a letter of thanks. The receipt shall show IT concessions available to the donor u/s 80G; and
- i) Conditions laid down by the donors in respect of the donation given shall be followed by the ICEEM. They should be shown on the page of the respective endowment account.

**Expenditure Control:**

- a) ICEEM shall have an internal audit procedure for expenditure control;
- b) Asst. Director shall prepare budget for the next year;
- c) Authorization limits of expenditure shall be determined from time to time by the GMC;
- d) Asst. Director shall ensure that, every expenditure has been duly authorized and has a budget provision;
- e) Appropriations between budget heads shall be made with the approval of the GMC; and
- f) Out of budgeted expenditures shall be incurred with the permission or approval of the GMC only.

**Economy in resource use:**

ICEEM shall take care to make economy in spending and on optimum utilization of its resources. Savings and additional income may be generated by –

- a) Temporarily renting out land or halls in the building for educational activities, such as conducting written examinations, tests, seminars,

conferences, training programmes, industrial exhibitions, sports events, campus recruitments etc.;

- b) providing computer and I.T. labs for online examinations, software training programmes etc.;
- c) utilizing workshop facilities for preparing furniture and other fabrication work for ICEEM;
- d) making use of e-environment and minimizing paper work;
- e) allowing out-side people to use library facility;
- f) providing photocopying services on nominal charges to the students and outside people;
- g) using college camera for taking photos of college programmes instead of seeking services of professional photographers;
- h) determining monthly print limits on computer to every department, faculty members;
- i) determining monthly phone call limits to office, departments, and individuals; and
- j) Additional job allocations to faculty and non-teaching personnel.

**Internal Audit:**

- a) ICEEM shall implement internal audit system for effective control of expenditure;
- b) The Internal Auditor of ICEEM shall be responsible to verify each proposal of spending or payment and expenditure, for availability of budget provision, compliance with regular procedure and authorization by the competent authority; and
- c) Unless the proposal is validated by the Internal Auditor no expenditure will be incurred and no payment shall be made.

**Accounts:**

- a) ICEEM shall adopt computerized accounting system and shall maintain financial accounts on computer;
- b) ICEEM shall adhere to all applicable accounting standards in maintaining financial accounts;
- c) Asst. Director shall arrange, from time to time, a training programme of accounting software operation for the office staff;
- d) Asst. Director shall monitor and oversee accounting operations and ensure that, required security measures, such as data backups, data storage, validations and signature have been properly operated;
- e) Asst. Director shall only be authorized to make and record reasons for changes and corrections in existing accounting data records. For this purpose, Asst. Director shall put up a requisition (on requisition register) to the Director and seek his approval for changes/corrections in existing records;

- f) ICEEM shall ensure required internal checks and preventive measures in respect of cash receipts, cash payments, salary, billing, material purchase, material issued, filing of statutory returns etc. Asst. Director shall be responsible for compliance. He may prescribe a system for each;
- g) ICEEM shall adhere to the following accounting procedures:
  - i. Daily posting of cash transactions.
  - ii. Taking hard copy of cash book for the day's transaction at the closing office hours.
  - iii. Pre-checking of every transaction before its further processing.
  - iv. Monthly Reconciliation.
  - v. Quarterly balancing of accounts.
  - vi. Half yearly closing.
  - vii. Monthly feedback on Fees Account.
  - viii. Maintaining donations accounts separately.
  - ix. Requisition register for payments.
  - x. Maintain Cheque issue register.
  - xi. Use of pre-printed stationary for Dr. and Cr. Vouchers.

**Store and Stock accounts:**

- a) ICEEM shall have Store for storing different kinds of goods and materials;
- b) ICEEM shall appoint a store keeper for the management of stores. He shall be working in one of the administrative sections and shall be accountable to the Asst. Director;

- c) Stores shall maintain all material movement documents, separate account of each material and store ledger accounts;
- d) There shall be monthly balancing of material accounts and store ledger accounts;
- e) Following shall be the responsibility of the Store keeper:
  - i) Safety, security, protection and care of material;
  - ii) The store and stocks shall always have an insurance cover;
  - iii) Avoid over stocking and under stocking;
  - iv) Maintain stores records; and
  - v) Periodical stock taking and physical verification under the supervision of an authority nominated by Director;
- f) Following shall be the functions and duties of the store keeper:
  - i) prepare a list of different types of materials required with vendor details;
  - ii) coding of material for systematic management of stores;
  - iii) proper maintenance of records of material received, issued and in stock;
  - iv) maintaining materials in a tidy manner;
  - v) speedy receipts and issues of stores;
  - vi) provide ABC analysis of materials;
  - vii) accepting material as per GRN (Goods received note). He shall be responsible if shortages or damaged goods are discovered later.
  - viii) issuing materials against duly authorized requisition (indent);

- ix) maintaining the record of material returned;
- x) stock taking and reporting;
- xi) maintaining stores ledger accounts; and
- xii) reconciliation of materials inward and outward.

**Statutory Audit:**

- a) ICEEM shall, with the approval of BOG, appoint an Auditor to conduct the formal audit of the accounts of ICEEM every year;
- b) Asst. Director shall be responsible for the preparations for formal audit and keep ready all accounts, final accounts, statement of accounts and other records and present them to the GMC before they are passed on to the Auditor;
- c) Director shall present audit report to the GMC and BOG; and
- d) Director should see that the formal audit of ICEEM will be conducted within three months from the date of closing of financial year i.e. 31st March.

**Budget:**

- a) ICEEM shall prepare a financial budget every year and get it approved by the GMC;
- b) Asst. Director shall prepare budget of each department, hostel, workshop, and other programmes and activities separately with a consolidated budget statement of ICEEM;
- c) Budget statement shall provide estimated and actual data of current year and estimates for the next year;
- d) The budget statement shall include:

- i) Statement of course wise enrolment;
- ii) Statement of course wise revenue from fees;
- iii) Statement of salary receipts and expenditure on salary;
- iv) Statement of receipts of specific fees and expenditure on specific fees;
- v) Statement of university fees and expenditure on university fees;
- vi) Statement of library fees and expenses on library;
- vii) Statement of donation and endowments;
- viii) Statement of non-salary heads of expenditure;
- ix) Estimated abstract of budget:

Receipts: Donations / endowments, specific fees, library fees, university and other fees, other receipts.

Payments: Salary, specific fee, university fee and other fee, library expenses, non-salary expenses.

- x) Explanations and notes on the working of important programmes shall be furnished at the beginning of each statement.
- xi) Director shall present the budget statement to the GMC for approval.
- xii) Amount in the estimates should be shown only in thousands.

## **Human Resource Development (HRD).**

This Chapter more importantly, describes ICEEM's policies on human resources development and performance appraisal of all teaching and non-teaching employees including the faculty and the administrative officers. This chapter also describes general rules of management of employees like recruitment, appointment, terms and conditions of service, salaries, leaves, conduct and discipline and punishments for deviation.

### **Human Resource Development:**

Human Resource Development is a process in which ICEEM shall continuously help each one of its employees to acquire and sharpen capabilities required to lift their performance to the level of excellence. ICEEM shall have a performance appraisal or evaluation system also designed to positively encourage employees to contribute their best efforts.

### **With this view ICEEM shall –**

- i) Have scholastic and ethical environment promoting a high performance work culture;
- ii) Build up team spirit among the employees;
- iii) Increasing emphasis on evaluation of team's performance rather than that of the individuals;
- iv) Promote self-disciplined work culture;
- v) Design performance appraisals to help improve employees capabilities, commitment and contribution; and
- vi) Recognize and reward good work and merit to develop high potential performance.

ICEEM's human resources are the talents and energies of its employees including the faculty and administrative officers. They are all potential contributors to the accomplishment of ICEEM's mission, vision, values and goals. ICEEM shall have a full administrative section dealing with HRD to continuously organize effective programmes for HRD.

ICEEM shall pay attention to choosing the right activities and to operate them with care for their expected impact and to foster individual dignities. Thus HRD at ICEEM shall add and sharpen its employee's capabilities which shall contribute to higher performance of ICEEM as a whole.

**Performance Appraisal (PA):**

- Performance appraisal is the third stage in the process of HRD. Performance planning and performance development are two stages preceding it. The fourth stage of recognition and rewards follows it. All the four stages together create a work environment in which ICEEM's employees perform to the best of their abilities by willing consent and not on the orders of higher authorities.
- Performance appraisal is a regular and continuous evaluation of quality, quantity and style of the performance along with the assessment of factors influencing the performance and behavior of an individual employee. It is systematic periodical and an impartial rating of an employee's excellence in his present job and his potential for a better job.
- Performance appraisal is not meant to be a fault-finding process but a development tool. The performance reviews shall be totally objective. There should be no influence of subjective elements.
- The Director shall keep the employees informed from time to time, about the level of their performance and the quality of their work. Its motive is to keep their morale high and to provide scope for individual development through that feedback.

- Each employee shall under the guidance of his senior colleague prepare a work plan. There shall be a midterm review and an annual review. Both the reviews may be the result of one or more interaction meetings.
  - i) A format for PAR shall be introduced with the approval of ARC and GMC.
  - ii) BOG may also determine the procedure and prescribe a questionnaire and / or a format for PAR of the Director.

### **Appraisal of Teaching staff:**

1. Appraisal of teaching staff shall be made on the basis of following sources of information:
  - a) Self-Appraisal by a teacher; and
  - b) Feedback from students.
2. Every teacher shall submit a self-appraisal form with required details to the respective HOD at the end of every semester;
3. The HOD shall collect students' feedback on every teacher at the mid period of every semester and shall make a report to the Dean and the Director;
4. The contents of Self-Appraisal form and feedback form of teachers shall be determined by the ARC.

### **Appraisal of Non-Teaching staff:**

5. The appraisal of non-teaching staff shall be made on the basis of Self-Appraisal submitted by the employee at the end of every semester;
6. Every non-teaching employee shall submit self-appraisal with required details to the Administrative officer concerned with his remarks to the Director;

## **Review:**

7. Review on appraisal of all the employees shall be made by the Director.

Communication of review:

8. The Director may discuss the points of good or poor performance with the respective employees and counsel them to improve their performance.
9. The Director shall specially make a note of excellent performance of an employee and communicate it to him as his appreciation.

## **Employee Management:**

### **Appointments.**

- a) Every appointment of faculty or administrative officers and staff shall be made with the approval of GMC. Appointments carrying salary of fifty thousand or more need approval of BOG. Appointments of faculty may have to be advertised and a selection committee requested to interview candidates and make recommendations to GMC;
- b) ICEEM shall adhere to all the directions and norms prescribed by AICTE, UGC and University in respect of appointments;
- c) The Director shall review, from time to time, the requirements of teaching and non-teaching staff members of the department and shall report to the GMC;
- d) Initial appointments of teaching and non-teaching staff shall be made for an academic year only;
- e) CHB faculty members shall be appointed by the Director on the recommendations of the HOD and Dean;
- f) Regular appointments of faculty members shall be made only after the approval of the University.

- g) An employee may be appointed on Part time or Contract basis; and
- h) The appointment and its continuance is subject to medical fitness of an employee. An employee shall get himself medically examined by competent medical authorities and submit the certificates at the time of joining.

### **Terms and Conditions of appointment.**

Following shall be the terms and conditions of appointment of different categories of employees:

#### **Probation:**

- a) A faculty member after getting university approval, shall be on a probation period of two years. However, a non-teaching staff member after completing satisfactory service of one year will be on probation of two years;
- b) The period of probation may be extended by GMC if it is found that the employee has not come up to the mark;

#### **Confirmation:**

- c) The services of an employee may be confirmed after satisfactory completion of probation period;

#### **Resignation:**

- d) An employee appointed on ad-hoc basis or working on probation may resign by giving one-month notice or one-month salary in lieu of notice period. However, a confirmed employee may resign by giving three months' notice in writing or on payment of three months' salary in lieu of notice period;

- e) A faculty member resigning mid-term shall be relieved only at the end of the semester or after completion of notice period whichever is later.

**Security Bonds:**

- f) ICEEM may ask an employee to furnish a bond of service with ICEEM for a minimum guaranteed period. ICEEM may also ask an employee given work of handling cash or stores to furnish a security bond for a prescribed amount.

**Leaves:**

- g) An employee appointed on ad-hoc basis shall be eligible to avail casual leaves and public holidays;
- h) The period of casual leave shall be from 01st July to 30th June;
- i) Balance of casual leave shall not be carried forward;
- j) A faculty member may be considered eligible for winter and summer vacation leaves with pay after completion of one-year service. However, non-teaching staff members who have completed one-year service may be considered for 10 days paid leaves in an academic year;
- k) If an employee has been assigned official duty on public holidays / weekly off, he shall be entitled for a compensatory off on a working day;
- l) Confirmed faculty members may be eligible for maximum three days paid leave for attending academic programmes like seminar, conferences, workshop, paper presentation, resource person etc.

**Retirement:**

- m) Non-teaching category employees shall retire on attaining the age of superannuation, which is presently 58 years;

- n) Teaching category employees shall retire on attaining the age of superannuation, which is presently 62 years;

**Transfer:**

- o) Services of non-teaching employees are transferable to other Departments or Branches of ICEEM;
- p) During the tenure of employment in ICEEM an employee shall not take any part time / full time employment/assignment elsewhere in any capacity whatsoever with or without remuneration;
- q) The services of an employee shall be governed by the rules and regulations of ICEEM, AICTE, DTE and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, made applicable from time to time;
- r) The management shall have the right to assign any other duties in ICEEM for which an employee is considered competent;

**Termination:**

- s) The services of an employee appointed on Ad-hoc basis or the services of an employee working on probation may be terminated without giving any notice and without assigning any reason. However, the services of a confirmed employee may be terminated by giving three months' notice in writing or on payment of three month's salary in lieu of notice period;
- t) Services of an employee may be terminated without any notice or pay in lieu of notice period at any time in the following eventualities:
  - i) The particulars supplied in employment application or at the time of interview are found incorrect.
  - ii) Guilty of misconduct, dishonesty, wilful negligence, disobedience, misappropriation, criminal charges etc.

**Provident Fund:**

- u) ICEEM shall adhere to the rules of P.F. Act 1952 and shall provide CPF to the employees;
- v) ICEEM shall pay employer's contribution of PF;

**Salary:**

- w) Employees appointed on contract/ ad-hoc basis shall be paid consolidated salary approved by GMC;
- x) Regular and confirmed faculty members may be paid as per the latest UGC scale;
- y) The salary shall be paid by crediting the amount to the Bank Account of respective employees;

**Failure and Punishment:**

Punishment shall be commensurate with the deviation or failure proved. Punishments shall be ordered by the appointment approving authority only. An employee may appeal against the order to the appeals committee of BOG.

**ICEEM shall follow the following procedure for deviation or failure**

- i) A warning letter;
- ii) Show cause notice;
- iii) Enquiry by internal committee or an External inquiry officer;
- iv) Charge sheet;
- v) Punishment order;
- vi) Appeal (if any).

## **Employee Development**

ICEEM believes in continuous development of its employees, and shall introduce various programmes. The frame work of Employees Development Programmes shall be as follows:

### **Faculty Development:**

ICEEM aims to provide best teachers for teaching and learning process. For this purpose, ICEEM shall adopt various faculty development programmes to improve teaching and communication skills, awareness of Research, organizing abilities etc., The programme shall consist of the following:

1. Induction and Orientation programme in respect of Mission, Vision , Values of ICEEM.
2. One day Orientation programme on a theme , once in a year, preferably during summer vacation.
3. Deputing faculty to refresher courses.
4. Organizing workshop on teaching, learning and evaluation.
5. Adoption of best practices in teaching.
6. Orientation on Research Methodology.
7. Communication Skill.
8. Organizing seminar, conference etc.
9. Facilitate obtain higher qualifications or doing research.

### **Non –Teaching Employee Development:**

For improving and perfecting the behaviour, working habits, effective services and communication the following training shall be imparted to non-teaching staff members of ICEEM.

1. Communication Skills.
2. Good working habits, hospitality, and behavior.
3. Documentation, filing and timely compliance.
4. Basics of Computer Operations and e-office practices (ERP).
5. SOPs (Standard operating procedures) of office.

**Recognition of Merit and Awards:**

ICEEM shall recognize merit and good work of teachers, non-teaching staff and students every year, and shall give prizes and awards on the basis of their performance in academic, office or sectional work, sports, examination results etc. ICEEM expects philanthropists to give donations and endowments for this purpose.

## **Students Support Activities.**

Students are one of ICEEM's prime assets. ICEEM shall therefore provide every possible support and incentive for the development of students. ICEEM believes that, students support activities shall establish strong bonds between the institute and students. Following are a few areas of student's support. Most of them are for personality development of students. ICEEM shall be adding a few new student support activities every year.

### **Hostel:**

- a) ICEEM may provide hostel facilities for boys and girls, like rooms with furniture, toilets, water supply, solar water heater, entertainment room, reading room, meditation and prayer room, recreation hall, hostel library, mess, guest room, sick room and medical help;
- b) One of the Asst. Directors shall be in overall administrative charge of the hostel;
- c) A faculty member of ICEEM shall be given additional charge of hostel as rector. He shall be responsible for day today activities, discipline and related work of the hostel;
- d) There shall be a hostel committee consisting of the Asst. Director as the Chairman, two members of GMC and Rector as the Secretary. The committee will meet at least once a month, to review and resolve various issues and problems of the hostel;
- e) The hostel committee shall give a quarterly report to GMC; and
- f) The GMC may from time to time review hostel and canteen services and advise the hostel committee for improvements. It may also review the fees or other charges from time to time.
- g) Following shall be the duties and responsibilities of the Rector.

- i. Overall guardianship of all inmates;
- ii. To maintain discipline and ragging free environment;
- iii. To ensure safety and security of the hostel and students;
- iv. Cleanliness, hygienic conditions, purity of water and healthy food;
- v. To arrange Medical services and care during illness;
- vi. To work as the Secretary of hostel committee;
- vii. To maintain the office records of the hostel;
- Viii To prepare yearly plan and budget of the hostel; and
- ix Recovery of dues from students.

**Transport:**

- a) ICEEM may outsource transport service and provide the facility to the students and employees at cost or on concessional charges;
- b) The transport facility shall be provided for an academic year. A student / employee willing to avail of the transport facility shall pay the total transport charges at the beginning of an academic year. However, anyone who is willing to avail this facility in mid- term, shall be required to pay for the remaining period;
- c) Students and employees availing the service shall pay the charges to the cashier only;
- d) The Asst. Director shall oversee all administrative matters in respect of transport services, and shall determine the bus routes along with pick-up and drop timings at the respective stops; and
- e) The GMC may from time to time review adequacy of transport services and may also determine charges for different routes and distances.

## **Medical Check-up and Insurance:**

### **Medical Check-up:**

- a) ICEEM shall organize Medical Check-up for all the students once in an academic year;
- b) Asst. Director shall look after the arrangement of medical check-up including, finalizing a panel of registered medical practitioners in Aurangabad, Class wise schedule of medical check-up and all necessary preparations;
- c) Information regarding Medical Check-up shall be recorded on re-printed stationery Supplied by the college. The stationery shall be prepared in consultation with a medical Doctor;
- d) Medical Check-up shall comprise general health check-up including Blood group, Vision test, BP, HB count, and particular observations of the Doctors; and
- e) After Medical check-up information regarding significant observations shall be communicated to the students and their parents/ guardians.

### **Insurance:**

- f) Every student seeking admission in ICEEM shall contribute rupees 100/- for group insurance cover every year. The amount shall be paid at the time of admission only;
- g) ICEEM shall take a Group Insurance cover of all the students of ICEEM every year out of the moneys contributed by them;
- h) While taking insurance cover ICEEM shall always consider a plan of insurance cover with maximum benefits; and Asst. Director shall arrange to take insurance cover as soon as the admission process of all programmes

in ICEEM is over and shall communicate to students by a notice for class circulation

### **Code of Conduct for ICEEM Employees.**

#### **Following shall be the code of conduct for employees of ICEEM**

#### **Every employee is expected:**

1. To adhere and preach mission & vision of the college (Chapter-1) and work for accomplishment of the objectives
2. To be regular and punctual at work;
3. To follow the orders and directions given by the Director, the Dean and the HOD or his immediate superior;
4. To accept and perform the assignments and jobs given by college authorities;
5. To aid in college work as and when required;
6. To attend functions and programs of the college and extend cooperation to the organizers as and when required.
7. To give leave application before proceeding on leave (CL/C-off/LWP) to the HOD. However, in extreme exigencies he/she must communicate his/her leave, by any means to the HOD, followed by a leave application within seven days.
8. Treat every student equally.
9. An employee who has been assigned any office work / university work, college/management work outside the college, shall proceed only after the permission of the Director/ Dean/HOD and after giving on duty leave slip and recording its note in the movement register.

10. An employee wanting to leave college premises before closing hours for any private reason, can proceed only after seeking the permission of the Director or the Dean or HOD and making an entry in the movement register.
11. An employee is not allowed to use the name and property of the college for any private purpose.
12. An employee is prohibited from accepting any private assignment of any nature for earning any kind of income, other than the official assignments, assignments of the university, government assignments, and the assignments given by the college and college authorities.
13. Private coaching is prohibited.
14. An employee is not allowed to use and appear for any reason on political stage or participate in any political programmes.
15. An employee should not cause any indiscipline in the college premises.
16. An employee must always care for the students before going on leave or availing leaves at credit and must not leave the job midterm.

### **Campus Management.**

- This chapter describes general rules of campus management like Estate Management, Maintenance of building, internal roads, greenery, water supply, power, telephone, drainage and waste disposal, solar plant, internet, water harvesting, public relations, security ,insurance and fire protection, pest control.
- ICEEM shall continuously maintain its infrastructure, ambience and utilities for better services to its stakeholders.

**With this view ICEEM shall ensure:**

- 1) Regular maintenance of infrastructure and utility services;
- 2) Hygienic and Eco-friendly environment;
- 3) Safety and security of property and life;
- 4) Management of wastages and conservation of resources;
- 5) Sufficient budget provision for campus management;

**Estate Management:**

- ICEEM shall provide budget provision for various activities of campus management separately;
- One Asst. Director shall review from time to time the requirements of campus management activities and shall report to the Director. He shall be responsible for regular payment of all taxes and bills for utilities;
- ICEEM may, where feasible, outsource security, watch and ward, maintenance of water supply, power, telephone, internet, maintenance of garden and greenery, disposal of waste, water harvesting, fire protection, pest control, etc., by making appropriate contracts. Otherwise all the services and utilities shall be arranged or maintained through ICEEM staff;
- The Asst. Director in-charge of Campus Management may seek assistance from HOD Civil Engineering department to review requirements of building maintenance and internal roads and report to the Director.

Maintenance of garden, trees, greenery, lawns:

- ICEEM shall develop and maintain lawns and greenery in the campus. Small projects may be formulated for tree plantation etc.;
- All employees and students are expected to assist in gardening activities;

### **Quality water supply and Rain water harvesting:**

- ICEEM shall give primary importance to the security, maintenance and optimum utilization of water resources available in the campus;
- Asst. Director shall be responsible for regular and adequate supply of water, especially for its quality;
- ICEEM may plan and develop rain water harvesting.

### **Power, Telephones & Internet:**

- Asst. Director shall, from time to time, review utilization of power, telephones and internet services in the campus and ensure that these utilities are used with reasonable economy. The same applies to utilization of D.G.;
- ICEEM shall be looking for using solar energy wherever it is possible e.g. water heating or street lights.

#### **Drainage and Waste disposal:**

- Drainage system in the campus shall be properly maintained. Wastages shall be properly managed without causing any inconvenience or health hazards.

### **Insurance and fire protection:**

- ICEEM properties including building, library, laboratories, machines, furniture and equipment etc. shall be adequately covered against theft and fire by insurance;
- ICEEM may install CCTV camera system in the campus;
- ICEEM shall also place fire extinguishers at stores, library, laboratories, workshops etc.

**Pest Control:**

- ICEEM shall have periodical pest control and protect library, laboratories, computer labs, workshop, stores, and office.

**Public relations and visitors:**

- Security shall maintain a record of outside visitors to the ICEEM campus;
- All outside visitors shall be attended by a receptionist in the reception hall;
- Students, teachers, and other employees shall meet outside visitors in the reception hall only;
- ICEEM may soon have a reception room for important visitors where ICEEM and its activities may be shown to them. Asst. Director shall receive them and take them to the Director and on a round in the college.

## **GRIEVANCE REDRESSAL MECHANISM**

Institute has its own grievance redressal committee for staff and students. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in time limit suggested by management. Identity of person filing complaint in suggestion boxes are kept confidential. The solution/decision with regard to suggestion is communicated to related committee/cell or individual of the Institute for further action. Accordingly, to address the grievances institute has constituted different committees under in charge with supporting staff as a member. In case of emergency following members can be contacted and their number are displayed at various locations in the campus. The tenure of the members shall be Three years.

**Meeting: Each committee shall meet at least two times a year.**

**Quorum:** One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes

### **1) Anti-Ragging Committee**

- Campus Director
- Concerned Faculty member
- Office Administrator

As per the notification in regard to prevention and prohibition of ragging in the University, as per the AICTE notification dated 1st July, 2009 (F.No.37-3/Legal/AICTE/2009) and Letter No. F.1-15/2009 (ARC) pt-III dt: 29th April, 2014, the committee has been constituted to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or

undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, to all students. To achieve these objectives the committee has been constituted.

Members:

- Prof. S M Deshmukh                      In charge
- Prof. M.A. Maroof                      Member
- Prof. Ashok Hajgude                      Member
- Prof. H L Jadhav                      Member
- Prof. Pranav Bansode                      Member

## **2) Vishakha Committee (WOMEN'S GRIEVANCE COMMITTEE)**

This committee will have following functions towards female students, teaching and non-teaching women staff of the institute:

1. To prevent sexual harassment and to promote the general well-being
2. To provide appropriate working conditions in respect of work, leisure, health, and hygiene.

3. To ensure that there is no hostile environment toward women at work places.
4. To provide guidelines for the redressal of grievances related to sexual harassment of women.

It will be duty of the Women's Grievance Committee to prevent harassment and to promote the general well-being, to provide appropriate working conditions in respect of work, leisure, health, and hygiene and to provide guidelines for the redressal of grievances related to sexual harassment of women.

**Members:**

- Ms. Vrushali Tapade Incharge
- Ms. Priyanka Baheti Member
- Ms. Mangal Kale Member
- Mr. Pranav Bansode Member
- Mr. Bahskar Abhang Member (NGO)
- Mr. Ashish Jahagirdar Member (Admin Officer)
- Ms. Sulochana Waghmare (Office Staff)

**3) SC/ST Cell**

SC/ST Cell has been constituted in the Institute to resolve all the affairs and problems related to the SC/ST Officers, Employees, and Students of the Institute. Following are the important work under SC/ST Cell:

1. All affairs related to SC/ST.
2. All affairs related to SC/ST reservation implemented in the Institute according to Indian Government Policy.

3. Registering the complaints in writing from of SC/ST teachers, officers, employees, and students and address it to concerned department, person, section for its peaceful resolution.
4. Nomination of SC/ST students for Cell at Institute level.

**Members:**

- Prof. Pranav Bansode                      Coordinator
- Ms. Jyoti Sonawane                      Member Secretary
- Mr. Rohit Paithene                      Member
- Mr. Sushil Ragade                      Member
- Mr. Sunil Battise                      Member
- Ms. Sulochana Waghwase              Member

**4) Staff (Teaching & Non-Teaching) Grievances Redressal:**

‘Grievance’ for the purpose of this scheme would only mean a grievance relating to teaching and non-teaching staff members arising out of the implementation of the policies/rules or decisions of the Institute. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of Service Rules, etc., of an individual nature.

**Procedure for handling grievances**

Subject to the above provisions, individual grievances of teaching and non-teaching staff members shall henceforth be processed and dealt within the following manner:

- An aggrieved teaching and non-teaching staff members shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week.
- If the grievance is not satisfactorily redressed, the aggrieved teaching and non-teaching staff members may submit his grievance in writing to the Departmental Head.
- The Departmental Head should attempt to resolve the grievance of aggrieved teaching and non-teaching staff members within seven days, and if need be referring it to the Grievance Redressal Committee in case the grievance is not resolved or settled amicably. The recommendation of the Grievance Redressal Committee will be conveyed within one month to the Director.
- In exceptional cases, with the concurrence of the Grievance Redressal Committee, the aggrieved staff member/officer whose grievance has been considered and is not satisfied with the decision of the Deciding Authority, will have an option to appeal either to the Director concerned or Chairman of the Institute. A decision on such appeals will be taken within one month of the receipt of the appeal. The decision of the Director concerned or the Chairman of the Institute, as the case may be, will be final and binding on the aggrieved teaching and non-teaching staff members

### **Composition of the Redressal Committee**

The Director of the Institute may determine the composition and tenure of the Grievance Redressal Committee.

### **Overall guidance and conditions**

1. The Staff member/officer shall bring up his grievance immediately and in any case within a period of 3 months of its occurrence.

2. If the grievance arises out of an order given by the management the said order shall be complied with before the staff member / officer concerned invokes the procedure laid down herein for redressal of his grievance.
  
3. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

**Annual performance appraisals/Confidential Reports;**

Where the grievance does not relate to an individual teaching and non-teaching staff members; and

In the case of any grievance arising out of discharge or dismissal of a teaching and non-teaching staff members

Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled to the competent authority as laid down under the Conduct, Discipline and Appeal Rules of the Institute and in such cases the grievance redressal procedure will not apply.